

1 July 75

MEMORANDUM FOR: Chief, Staff Personnel Division, OP

SUBJECT: File Destruction - CY-1973

The following files were destroyed by the Professional Staffing Branch during CY-1973 in accordance with the Records Control Schedule. Although destroyed in 1973 the date of the material would have been prior to and including 1972.

Form 835, Applicant Processing Record: 5 X 8 card containing pertinent information on applicants in process such as name, dates of actions and appointments, clearances, etc. Held for one year from completion of action then destroyed.

4 in.

Form 2644, Invitee Schedule: Reproduced copy of 5 X 8 printed form containing schedule of appointments for applicant - date, place, and time. Serve as a tickler and are destroyed each month following completion of appointments.

2 in.

Form 2687, New Applicant File Acquisition Card: 3 X 5 card from which the Skills Bank Acquisition Lists are compiled. This card contains name, age, skills, asking salary, etc. Destroyed after two years.

44 in.

Acquisition Lists: List of applicant files banked showing name, skills, languages, etc. Destroyed after two years.


3 in.

Memoranda to OMS/PSS requesting test results. Destroyed after 1 year.

1 in.

Delinquent File Report: Listing by name of official applicant files charged out to a component over the 10 day review period. Destroyed after 1 year.

1 in.


Chief, Professional Staffing Branch

STATINTL

Retirement Affairs Division
Records Destroyed in 1973

1. Cards (records) of requests from external prospective employers for verification of employment information on EEAB's clients. These cards were two years old in 1973.
2. Individual files on pre-retirement sessions with employees, which were 18 months old in 1973.
3. External placement client files on persons whose cases had been closed for two years by 1973.
4. Chronos that were two years old in 1973.